

The National Parks - America's Best Idea

Since 1916, the American people have entrusted the National Park Service (NPS) with the care of their most special places – their national parks. The National Park System comprises 417 plus units covering more than 84 million acres, and we share our stories with more than 275 million visitors every year. Taking care of the national parks is a job we love, and the more than 20,000 uncommon men and women of the National Park Service share a common trait: A passion for caring for the nation's special places and sharing their stories. We know you will love working for the National Park Service as much as we do!

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you'll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (https://www.nps.gov/aboutus/neo.htm) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

Key Websites

National Park Service http://www.nps.gov

Leave & Earnings Statement http://www.employeeexpress.gov
Common Learning Portal https://mylearning.nps.gov/
DOI Learn (Coming soon DOI Talent) http://www.doi.gov/doilearn

Association of National Park Rangers http://www.anpr.org

Human Resources (HR) and New Employee Appointment Paperwork

As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.

The HROC, located in Lakewood, Colorado is available to answer questions and process actions related to health insurance, life insurance, retirement, and payroll forms. To contact the HROC please call: 1-877-642-4743. Fax: 303-985-6945

Address:

National Park Service Attention: HROC 12795 W. Alameda Pkwy Lakewood, CO 80228



Your Name:			Enter on Duty (EOD) Date:			
Pos	sition,	Title, Pay Plan, Series, Grade:				
Yo	ur Suj	pervisor's Name:				
How to use this checklist This document serves as a list of recommended activities for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the National Park Service mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary and beneficial tools and information.						
	#	Topic		Links and/or Contacts		
PAI	RT A	: BEFORE YOUR FIRST DAY				
1		Complete Background Investigation (eQIP).		http://www.opm.gov/e-qip/		
2		Return security and other forms provided by the Office (SHRO).	Servicing Human Resources	SHRO address in your informational email or letter		
3		Return payroll forms provided by the centralized Center (HROC). These documents should be coreturned to the HROC no later than two days after the control of the transfer of t	empleted as soon as possible and	National Park Service Attention: HROC 12795 W. Alameda Pkwy Lakewood, CO 80228 Fax: 303-985-6945		
4		Review the websites listed under "Your Federa document to learn more about the excellent beneas a National Park Service employee.		Employee checklist (this document)		
5		_		http://www.nps.gov/training/fundamentals/html/NPS_overview.html		
6		Complete Permanent Change of Station (PCS) relocation paperwork (if applicable).		http://share.inside.nps.gov/sites/com p/aoc/SitePages/Home.aspx		
7		Learn more about the National Park Service and	your local park or business unit.	http://www.nps.gov		
PAI	PART B: YOUR FIRST DAY					

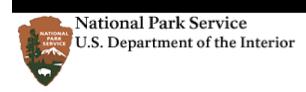
8	Take the oath of office and complete Affidavit Form (SF-61) on your first day of employment.	Provided in advance by your SHRO
9	Complete OF-306 Form and sign on line 17b on your first day of employment.	Provided in advance by your SHRO
10	Complete I-9 Form on your first day of employment. Make sure you bring two forms of ID (valid driver's license, birth certificate, passport, etc.).	Provided in advance by your SHRO
11	Meet your supervisor and the rest of your department and park/office.	Supervisor



12	Meet your Peer/Buddy, if assigned.	Supervisor
13	Obtain your New Employee Meet and Greet Card from your supervisor. Make sure it includes your office phone number, fax, office address and email address.	Supervisor
14	Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building.	Supervisor
15	As a seasonal/temporary NPS employee, you may be able to obtain affordable health insurance through the Association of National Park Rangers Organization (ANPR).	http://www.anpr.org
16	With your supervisor discuss uniform policies and order a uniform (if required). Ask questions about the history of the uniform and what is symbolizes.	Park or Office Uniform Coordinator; Supervisor https://sites.google.com/a/nps.gov/un iform/home/uniform-program-contac ts NPS Uniform System https://uniforms.vfimagewear.com/vf web/uniforms/coms/index_lma.htm Reference Manual www.nps.gov/policy/DOrders/DOR M43.doc NPS Uniforms History https://www.nps.gov/parkhistory/onli ne_books/workman1/vol1i.htm
17	Take the Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access training to obtain a network user ID, password and email access (if applicable). Access to DOI Learn is not available until 4-6 weeks after you come onboard.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199500

PART C: YOUR FIRST WEEK

18	View the NPS Director's Welcome video	New Employee Orientation Program Website http://www.nps.gov/av/nri/avElement/aboutus-WelcomeVideoFinalcaptions.wmv



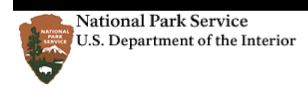
19	Watch the 45-minute Ken Burns "The National Parks" documentary from the National Park Ken Burn's Screening Event, 26 September 2009 and the We Are Beautiful video; discuss the film with your supervisor.	Supervisor NPS: We are Beautiful https://sites.google.com/a/nps.gov/emplo yeecenter/relevancy-diversity-and-inclusi on
20	Navigate to Inside NPS and make it your home page.	https://sites.google.com/a/nps.gov/insidenps/home?pli=1
21	Watch NPS Welcome Webinar	https://sites.google.com/a/nps.gov/nps- fundamentals/home/webinars
22	Discuss your specific work schedule, lunch breaks, and hours of operation with supervisor.	Supervisor
23	Review inclement weather procedures. Sign up for emergency notifications, if available.	Supervisor
24	Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.	https://www.opm.gov/policy-data-ov ersight/pay-leave/
25	Schedule an appointment to pick up your DOI identification and building access card (<i>if applicable</i>). Talk to your supervisor about the purpose of these cards.	Supervisor
26	Work with your supervisor & IT Department to determine IT equipment and needs.	Supervisor / IT
27	Review and discuss position description and performance standards with your supervisor.	Supervisor
28	Review the following Federal Government policies: Prevention of Sexual Harassment How to report Other avenues for relief Policies Support Zero Tolerance of Discrimination Workplace Violence Illegal Drug Use Weingarten Notice (for employees covered by a bargaining unit agreement) Employee Relations Policies including CorePlus Whistleblower Protection Ombuds Office	EEO and Diversity Policies https://sites.google.com/a/nps.gov/e mployeecenter/relevancy-diversity-a nd-inclusion/policies Ethics https://sites.google.com/a/nps.gov/e mployeecenter/ethics Sexual Harassment Prevention https://sites.google.com/a/nps.gov/e mployeecenter/employee-support-opt ions/sexual-harassment-prevention-1 Other Policies https://sites.google.com/a/nps.gov/e mployeecenter/employee-center/nps- policies



		Ombuds Office https://sites.google.com/a/nps.gov/e mployeecenter/employee-support-opt ions/ombuds Weingarten Notice
29	Review Employee Assistance Program (EAP)	Check your region for the latest. https://www.doi.gov/pmb/hr/eap
30	Learn how to report injuries at work to your supervisor and the Office of Workers Compensation (OWCP) at https://www.smis.doi.gov/	Safety Management Information System (SMIS) https://www.smis.doi.gov/

PART D: YOUR FIRST MONTH

31	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.nbc.gov/doi/
32	Sign into Employee Express and review and print your 1st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it.	Employee Express http://www.employeeexpress.gov/ New Employee Onboarding Handbook https://www.nps.gov/aboutus/upload/ Employee-Handbook-Final.pdf
33	Review pay and the federal holiday schedule with your supervisor.	Employee Center https://www3.ibc.doi.gov/services/hr/payroll/payrolltopics/payrollschedules.cfm
34	Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission.	Supervisor
35	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.	Supervisor



	Review the following list of trainings. Check with your supervisor to see which ones are applicable to your position and timeframes for completing them.	Supervisor https://www.doi.gov/doilearn/mandat-ory_training
	☐ Discrimination and Whistleblowing in the Workplace (No FEAR). Required every 2 years. The 2018 version of the No FEAR online training course is currently available.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199597
	☐ Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199500
	☐ Equal Employment Opportunity Training. Annual requirement. 1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year.	https://www.eeoc.gov/
36	☐ Diversity Training. Annual requirement . 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices.	https://sites.google.com/a/nps.gov/e mployeecenter/relevancy-diversity-a nd-inclusion/employee-resource-gro ups
	☐ Ethics and Awareness Online Training Course. Annual requirement.	https://www.oge.gov/
	☐ Safety Training.	https://sites.google.com/a/nps.gov/nps-operational-leadership/
	☐ Charge Card Training.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=203251
	☐ Uniformed Services Employment and Reemployment Rights Act (USERRA). Annual requirement for Supervisors, Managers and Human Resources personnel.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=214975
	☐ Veteran Employment Training. Annual requirement for Hiring Managers and HR Professionals.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=214973



PART E: YOUR FIRST 60 DAYS

37		Visit the Common Learning Portal and learn about your career field and more.	https://mylearning.nps.gov/	
38		NPS provides you access to free Skillsoft courses. Take some time to see what is available for you here.	DOI Learn SkillSoft page	
39		Consider becoming involved with an employee resource group	ERG Groups https://sites.google.com/a/nps.gov/e mployeecenter/relevancy-diversity-a nd-inclusion/employee-resource-gro ups	
40		Meet with your supervisor to discuss and develop your Individual Development Plan (IDP) (optional).	http://www.nps.gov/training/LD/htm l/idp.html	
41		Meet with your supervisor at end of your first 60 days to discuss how things are going, any surprises, challenges, areas for improvement, etc.	Supervisor	
PART F: YOUR FIRST 90 DAYS				
42		Meet with your supervisor to discuss how things are going, progress, any surprises, challenges, clarify expectations, areas for improvement, etc.	Supervisor	
PART G: YOUR FIRST YEAR				
43		Provide your supervisor with your accomplishments at the end of the season/appointment or the fiscal year. The fiscal year ends on September 30 th of each year.		
Congratulations on completing your season or One Year Anniversary with the National Park Service!!				